

SECRET

25X1

6 FEB 1984

MEMORANDUM FOR: Executive Officer, OL

FROM:
25X1 Chief, New Building Project Office, OLSUBJECT: Request for Update of Composite Space Requirements
25X1 for the New Building

1. Attached herewith is a copy of current space requirements in the new building for the Director's Office and all staffs in the Office of Logistics. You are requested to review and update this information to reflect any changes in staffing as a result of the 1984 Program, the PMCD review, or other organizational changes. Also include contractor and co-op students, and forward the results to New Building Project Office, attention prior to 14 February 1984.

25X1

2. In addition, you are requested to provide the following information which is keyed to the attached list:

25X1

O DIR - Advise any special consideration which should be made in locating the classroom and conference rooms, i.e., any special adjacencies, load bearing capacity, what is the expected capacity of the classroom, etc. Will any of these spaces be occupied by personnel and if so, provide the number of positions and workstations by division, branch, and grade.

O DIR OEXO - There are several positions for which an incumbent is listed without space or workstation. Is this correct?

O DIR P&TS - Provide the missing grade.

O DIR PMS - Advise any special consideration which should be made in locating the fileroom, library, and storage room, i.e., any special adjacencies, load bearing capacity, etc. If any of these spaces will be occupied by personnel, provide the number of positions and workstations. The GS-06 position lists 9 incumbents. Is this correct?

O DIR PPS - Advise any special consideration for the computer room location and provide the missing grade.

O DIR RSB - Advise any special consideration for locating the copy and filerooms.

OL 2013-84

Warning Notice
Intelligence Sources
or Methods Involved

25X1

SECRET

Downgrade to CONFIDENTIAL
When Separated from Attachment

SECRET

SUBJECT: Request for Update of Composite Space Requirements
for the New Building []

0 DIR SSTF - Advise any special consideration for locating the fileroom and correct the entry with the missing grade which also has five incumbents and two workstations. []

3. Any questions regarding this request may be referred to []
on extension []

25X1

Attachment:
As Stated

OL/NBPO, []

(3 Feb 84) []

Distribution:

Orig - Addressee
1 - OL Official File
1 - []
1 - []
1 - OL Reader

SECRET

6 FEB 1984

MEMORANDUM FOR: Chief, Logistics Services Division, OL

25X1 FROM:

Chief, New Building Project Office, OL

25X1 SUBJECT: Request for Update of Composite Space Requirements
for the New Building

1. Attached herewith is a copy of your Division's current space requirements for the new building. You are requested to review and update this information to reflect any changes in staffing as a result of the 1984 Program, the PMCD review, or other organizational changes. Also include contractors and co-op students, and forward the results to the New Building Project Office, attention prior to 14 February 1984.

2. In addition, you are requested to provide the following information which is keyed to the Logistics Services Division section of the attached list:

LSD - Clarify the use of the three machine rooms listed and advise any special considerations which should be given to locating these rooms, i.e., near the loading dock, on the ground floor, any special floor bearing capacity required, etc. Will these spaces be occupied by personnel and if so, give the number of positions and workstations by division, branch and grade.

ADS - Advise if the CADD/CAM system will require any additional space.

BSB - Verify the space and workstations by position. It appears we may have posting errors in the list.

M&CB - Verify the space and workstations by position and advise any special considerations which should be given to locating the office space and lounge area.

LSD/O CH - Provide the missing grade for two officers listed.

25X1 SM&FB - Verify the space and workstations by position. Additionally, the 3,000 square foot meeting room is being transferred to P&PD space allocation for planning purposes. The intention is to have P&PD budget for and monitor the technical services and furnishing of this public use space similar to the current practices in the Auditorium.

OL 2012-84

25X1 Warning Notice
Intelligence Sources
or Methods Involved

SECRET

SECRET

25X1 SUBJECT: Request for Update of Composite Space Requirements
for the New Building [redacted]

25X1
3 Any questions regarding this request may be referred to Bob Collins
25X1 or [redacted] [redacted]

25X1 [redacted]

Attachment:
As Stated

25X1 OL/NBPO [redacted] (3 Feb 84) (C)

Distribution:

25X1 Orig - Addressee
1 - OL Official File
1 - [redacted]
1 - [redacted]
1 - OL Reader

SECRET

6 FEB 1984

MEMORANDUM FOR: Chief, Real Estate and Construction Division, OL

FROM: [REDACTED]

Chief, New Building Project Office, OL

SUBJECT: Request for Update of Composite Space Requirements for the
New Building [REDACTED]

1. Attached herewith is a copy of your Division's current space requirements for the new building. Please review and update this information to reflect any changes in staffing as a result of the 1984 Program, the PMCD review, or other organizational changes. Also, include contractor and co-op students, and forward the results to New Building Project Office, attention [REDACTED] prior to 14 February 1984. [REDACTED]

2. In addition to revision of the personnel statistics, you are also requested to provide the following information which is keyed to the Real Estate and Construction Division sections on the attached list:

RECD - Clarify the normal daily use of these spaces, i.e., are there any extra considerations that should be given to locating these areas, any special load bearing needs, etc. Will any of these spaces be occupied by personnel and if so, provide the number of positions and workstations by division, branch, and grade.

FEB - Has a GS-07 Officer listed with no space and no workstation. Is this correct?

HEB - Should there be work space for contractor employees, should there be a drafting area listed, and if so, please segregate the personnel who will be assigned workstations in the drafting area from the normal office area (they should not have space in both).

O CH - The info control clerk position and the GS-09 Officer positions are shown with a zero incumbency. Is this correct?

REB - The WG-06 position shows zero square feet of space required. Is this correct. [REDACTED]

3. Any questions regarding this request may be referred to [REDACTED]

Attachment:
As Stated

Warning Notice
Intelligence Sources
or Methods Involved

OL 2014-84

SECRET

Downgrade to CONFIDENTIAL
When Separated from Attachment

SUBJECT: Request for Update of Composite Space Requirements
for the New Building

25X1
25X1

OL/NBPO, [redacted] (3 Feb 84) [redacted]

Distribution:

Orig - Addressee

1 - OL Official File

25X1

1 - [redacted]

1 - OL Reader

SECRET

6 SEP 1984

MEMORANDUM FOR: Chief, Procurement Division, OL

FROM: [REDACTED]

Chief, New Building Project Office, OL

SUBJECT: Request for Update of Composite Space Requirements for the
New Building [REDACTED]

1. Attached herewith is a copy your Division's current space requirements for the new building. You are requested to review and update this information to reflect any changes in staffing as a result of the 1984 Program, the PMCD review, or other organizational changes. Also include contractor and coop students, and forward the results to New Building Project Office, attention [REDACTED] prior to 14 February 1984. [REDACTED]

2. In addition, you are also requested to provide the following information which is keyed to the Procurement Division section on the attached list:

PD - Clarify the proposed use of the conference room, file room, and library, and advise any special consideration which should be made in locating these rooms, i.e., any special adjacencies, weight bearing capacity for the floors, etc. If any of these spaces will be occupied, advise the number of positions and workstations by division, branch, and grade.

ADPEB - Verify the total space required by each position as it appears we may have a posting error in the total required.

CPS - Should this remain under PD? If so, provide the missing grade?

GPB - The GS-07 position has 4 workstations for 2 incumbents. Is this correct?

PD O CH - Provide the missing grade.

PS&SS - The GS-05 and GS-04 positions do not have space or workstations. Please check and also provide the missing grade.

PSCB - This section lists one GS-11 position with one incumbent and space and workstations for three. Please verify. [REDACTED]

3. Any questions regarding this request may be referred to [REDACTED]

Attachment:
As Stated

OL 1015-84

Downgrade to CONFIDENTIAL
When Separated from Attachment

SECRET

SUBJECT: Request for Update of Composite Space Requirements
for the New Building

25X1 OL/NBPO (3 Feb 84)

Distribution:

Orig - Addressee

1 - OL Official File

25X1 1 -

1 - OL Reader

SECRET

SECRET

6 FEB 1984

MEMORANDUM FOR: Chief, Supply Division, OL

FROM: [REDACTED]

Chief, New Building Project Office, OL

SUBJECT: Request for Update of Composite Space Requirements
for the New Building [REDACTED]

1. Attached herewith is a copy of your Division's current space requirements for the new building. You are requested to review and update this information to reflect any changes in staffing as a result of the 1984 Program, the PMCD review, or other organizational changes. Also include any contractors or co-op students. Forward the results to the New Building Project Office, attention [REDACTED] prior to 14 February 1984. [REDACTED]

2. In addition, you are requested to provide the following information which is keyed to the Supply Division section on the attached list:

SD - Clarify the use of the special spaces, i.e., any special considerations that should be given to locating these areas, any special adjacencies, load bearing capacity, etc. Will any of these spaces be occupied by personnel, and if so, provide the number of positions and workstations by division, branch, and grade.

DCB - Should there be work space for contractor employees and co-ops?

OSB - Two GS-09 Officers are listed with no space and no workstations and three GS-13 Officers are listed with an extra workstation and 100 additional square feet. Is this correct? Also provide the grade of the Officer, which is missing. [REDACTED]

3. Any questions regarding this request may be referred to [REDACTED]

Attachment:
As Stated

OL 2016-84

Downgrade to CONFIDENTIAL
When Separated from Attachment

Warning Notice
Intelligence Sources
or Methods Involved

SECRET

SUBJECT: Request for Update of Composite Space Requirements
for the New Building

25X1
25A1

OL/NBPC [redacted] (3 Feb 84) [redacted]

Distribution:

Orig - Addressee

1 - OL Official File

25X1

1 - [redacted]

1 - OL Reader